



Training Registration

Annual Senior Center Certification and Recertification Training

November 19, 2008

Raleigh, NC

~Learn what it takes to become certified or recertified as a Center of Merit or a Center of Excellence

~Get answers to your questions

~Hear about the revised SCOPE tool and other materials

Sponsored by the
NC Division of
Aging and Adult
Services and co-
sponsored by
UNC-CARES

Training location is
courtesy of
Raleigh Parks and
Recreation
Department,
Senior/Adult
Programs

For initial certification, the center manager (preferably) or another member of your certification team **must** attend all sessions of this annual training before submitting the SCOPE tool. The center must apply for certification within three years of the training. For centers being recertified in the next year, attendance is encouraged, but not required. Area Agency on Aging staff is also invited to attend.

NOTE: This is the same training that was held June 2008 in Asheville. If you attended that training, you do not need to attend this one.

Important: On July 1, 2008, DAAS released a revised and streamlined version of the SCOPE tool and other certification documents. Some requirements have been clarified or emphasized which are important for certified and non-certified centers to understand. Some policies and procedures have changed for submitting your application and the SCOPE. We will cover these clarifications and changes to the new SCOPE and accompanying materials.

Training Schedule

9:00 a.m.

Registration & continental breakfast

9:30 a.m.

Training begins

3:30 p.m.

Training ends

Training Site

The training will be held in Raleigh at Campbell Lodge, Durant Nature Park, off Capitol Blvd., near the 540 beltline. Directions will be included with confirmation notices.

Training registration deadline: Friday, November 14th. You are registered when we receive your check. Registrations will be confirmed by e-mail or FAX. We have a large training room, so you should not have a problem getting a seat.

Training Fee: \$30. Includes continental breakfast, lunch, breaks and materials.

- Training will include a "how-to" on each step of the certification process from submitting your application to the site team visit. Learn how the SCOPE will be scored and how to create efficient and effective documentation that is site team-friendly.
- Senior center managers from certified centers will present tips on completing the SCOPE, organizing concise, time-saving, space-saving documentation.

Lodging

We have reserved a block of rooms at a group rate of \$88 plus tax for Tuesday, November 18 at:

The Hampton Inn—Capital Blvd.North
3621 Spring Forest Road, Raleigh, NC 27616
Telephone: 1-919-872-7111
<http://www.hamptoninnraleigh.com/index.php>

Lodging Deadline: Tuesday, October 28th for the \$88 Hotel Group Rate

The group rate is not available on-line. Please call the hotel to reserve your room. Ask for the "Senior Center Certification Training" room rate.

For other hotels in the area, go to
http://www.visitraleigh.com/visitors/listings.search.simple.php?facility_type=1
and search for **North Raleigh** hotels.

Registration questions? Contact Sophia Spencer: 919-733-0440 or sophia.spencer@ncmail.net

Workshop questions? Contact Leslee Breen or Judy Smith at leslee.breen@ncmail.net, judy.smith@ncmail.net or 919-733-0440.

Registration Form
Senior Center Certification/Recertification Training
Wednesday, November 19, 2008
Campbell Lodge, Durant Nature Park, Raleigh, NC

Training registration deadline: Friday, November 14th, 2008
Registration Fee: \$30 per person

Make copies of this form as needed. Complete one for each person attending

___ I will attend the Senior Center Certification Training on Wednesday, November 19th

___ I understand that I or someone from my senior center must attend *all sessions* of this one-day, annual training within 3 years before applying for first-time certification.

___ A check in the amount of _____ is enclosed for my registration:

___ personal check OR check issued by _____ (organization)

Name _____

Position _____

Agency and name of senior center _____

Address _____ City _____ Zip _____

Phone _____ FAX _____

E-mail _____

Home or cell phone (to be used only in case of cancellation due to weather, etc.) _____

I request accommodations for a special need as follows: _____
_____ (please notify us two weeks ahead min.)

You are registered when we receive your payment unless the training is full. If your payment arrives after we reach full capacity, we will contact you. Attach your check made payable to: NC Division of Aging and Adult Services Mail to: Sophia Spencer, NC Division of Aging and Adult Services, 2101 Mail Service Center, Raleigh, NC 27699-2101 Telephone: 919/733-0440 FAX: 919/715-0868
e-mail: sophia.spencer@ncmail.net

Confirmation letters with directions will be sent by e-mail or FAX before the training